



Supreme Court Clerk's Office

ADMINISTRATIVE OFFICE ASSISTANT

Primary Purpose

Maintains the official Supreme Court files of the Clerk's Office and performs a variety of other clerical and administrative functions.

Distinguishing Characteristics

While reporting to the Office Manager, this job performs a variety of responsible, technical administrative and clerical work. Independent judgment and discretion are applied within the bounds of established policy/procedure/practice.

Duties and Responsibilities

Files materials into and maintains all of the Clerk's office files for the Supreme Court.

Files all briefs, correspondence, and other official papers in the proper files, including the pouches that have been checked out to various Justices, law clerks and commissioners.

Returns Court of Appeals case pouches to that court when review is concluded at the Supreme Court. This includes understanding when the pouches are ready to be returned, boxing them for shipment, and providing shipping information to docket clerk. (must be able to regularly lift and move large files/pouches and heavy boxes 35-50 lbs).

Prepares written correspondence originating with the Clerk and Deputy Clerk, including proofreading for spelling and grammatical errors; checks accuracy of addresses and case information in the docket.

Prepares letters advising parties of notation rulings made by the Deputy Clerk and Clerk.

Prepares and finalizes separate orders/letters for each case on petition for review cases considered by departments of the court.

Notifies counsel and interested parties of disposition in each case. Interested parties include the appropriate division of the Court of Appeals and Reporter of Decisions.

Researches document and computer files to address telephonic inquiries, and to obtain background information for correspondence; serves as key operator for the copying machine; places service calls for repairs; orders supplies for machine.

Covers the front desk/phones for the Receptionist/Secretary on a daily basis for lunch and breaks.

Performs other duties as required.

Key Competencies

Agency Values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Ability

- Advanced skills in typing, office software, word processing, office equipment
 - Knowledge of grammar, spelling, clerical procedures, office procedures/standards
 - Knowledge of techniques of business correspondence and report writing
 - Knowledge of office practices including filing, indexing & cross-reference methods
 - Accuracy and attention to detail in the delivery of work products
 - Ability to maintain confidentiality
 - Ability to communicate effectively both orally and in writing
 - Understands customer expectations and ensures work meets those expectations
 - Professionalism and poise in dealing with the public, attorneys, staff, co-workers
 - Ability to multi-task and effectively work on multiple projects simultaneously
 - Effectively prioritize, organize, manages time to meet deadlines & work schedules
 - Ability to analyze problems and develop recommendations and options
 - Knowledge and understanding court rules, policies and procedures; legal documents and terminology
 - Ability to interpret and apply court rules
 - Ability to lift and move heavy pouches/boxes of 35-50 pounds
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Qualifications and Credentials

An Associate of Arts degree in secretarial science or related field from an accredited college or business school **AND** two years of administrative/secretarial/clerical experience (preference will be given for appellate or trial court experience).

OR

Graduation from high school or GED **AND** four years of clerical/secretarial experience (preference will be given for appellate or trial court experience)

SALARY RANGE: 39

- This position is covered by the Fair Labor Standards Act (FLSA).

10/14: Updated; 12/12: Revised; 06/09: Revised; 02/08: Revised; 01/98: Revised; 04/96: Revised 5/2016